

VOLUNTEER OPPORTUNITY

Position Open: Applications are being accepted until position(s) are filled.

Position Title: Narcotics and Organized Crime Bureau Secretary.

Department/Division: Narcotics and Organized Crime Bureau

Workplace Address: The bureau office is located at 2102 W. Encanto Blvd, Phoenix, AZ.

Number of Hours/Week: Flexible, minimum of 4 hours per week.

Days of Work Week: Flexible: Monday through Friday during normal business hours.
We will work with selected applicant around their schedule and availability if possible.

Start/End Hours: Flexible

Position Description: The individual(s) selected would be tasked with a wide variety of activities in support of various work units within the Narcotics and Organized Crime Bureau. Duties would include: word processing, operating various departmental data bases, organizing and distributing incoming/outgoing mail, preparing draft reports and correspondence for review and finalization, ensuring accurate record and file retention/disposal, scheduling appointments and meetings, and telephone reception.

Qualifications: Must possess good organizational skills and be knowledgeable in using Microsoft Office software. The position also requires knowledge of modern office practices, procedures, and equipment required to perform office related functions in an efficient manner.

Application and Selection Process: Human Resources reserves the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator, Chuck Wright at 602-223-2058.

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